

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Lulu Group International is looking for Company Secretary in Lucknow having minimum 2-5 years of post qualification Experience.

Job Description:

- a) Drafting of resolutions, MOUs, Lease Agreements, Commercial Agreements and any other legal documentation.
- b) Maintain Statutory Registers and Records, under various statutes, secretarial standards etc.
- c) Liaise with ROC, RBI, MCA and other statutory and Government Authorities.
- d) Ensure timely filings with ROC / Ministry of Corporate Affairs under Companies Act and RBI under FEMA
- e) Collaborate with consultants and legal entities in connection with discharge of various duties and Coordinate Company meetings and preparation of minutes in a timely manner.
- f) Ensure compliance / follow up on all decisions of the Board.
- g) Evaluate transactions

Eligibility :

The candidate must possess minimum 2 to 5 years of post qualification experience.

Requirement:

One (1) Company Secretary

Salary Details:

As per the Industry Standards.

Job location:

Lucknow

Apply at:

Process over